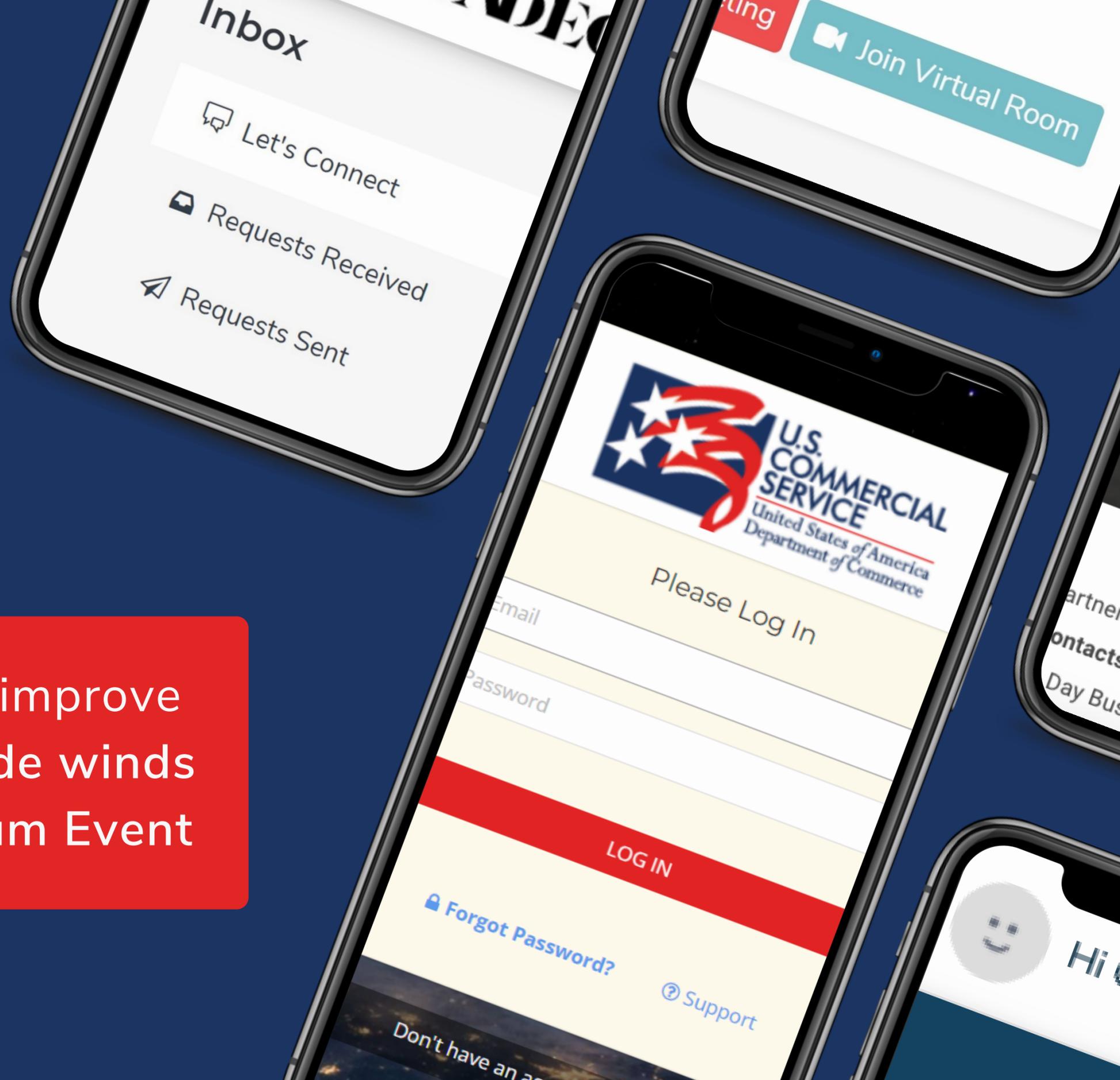


Hi there!
Welcome to our
User Guide

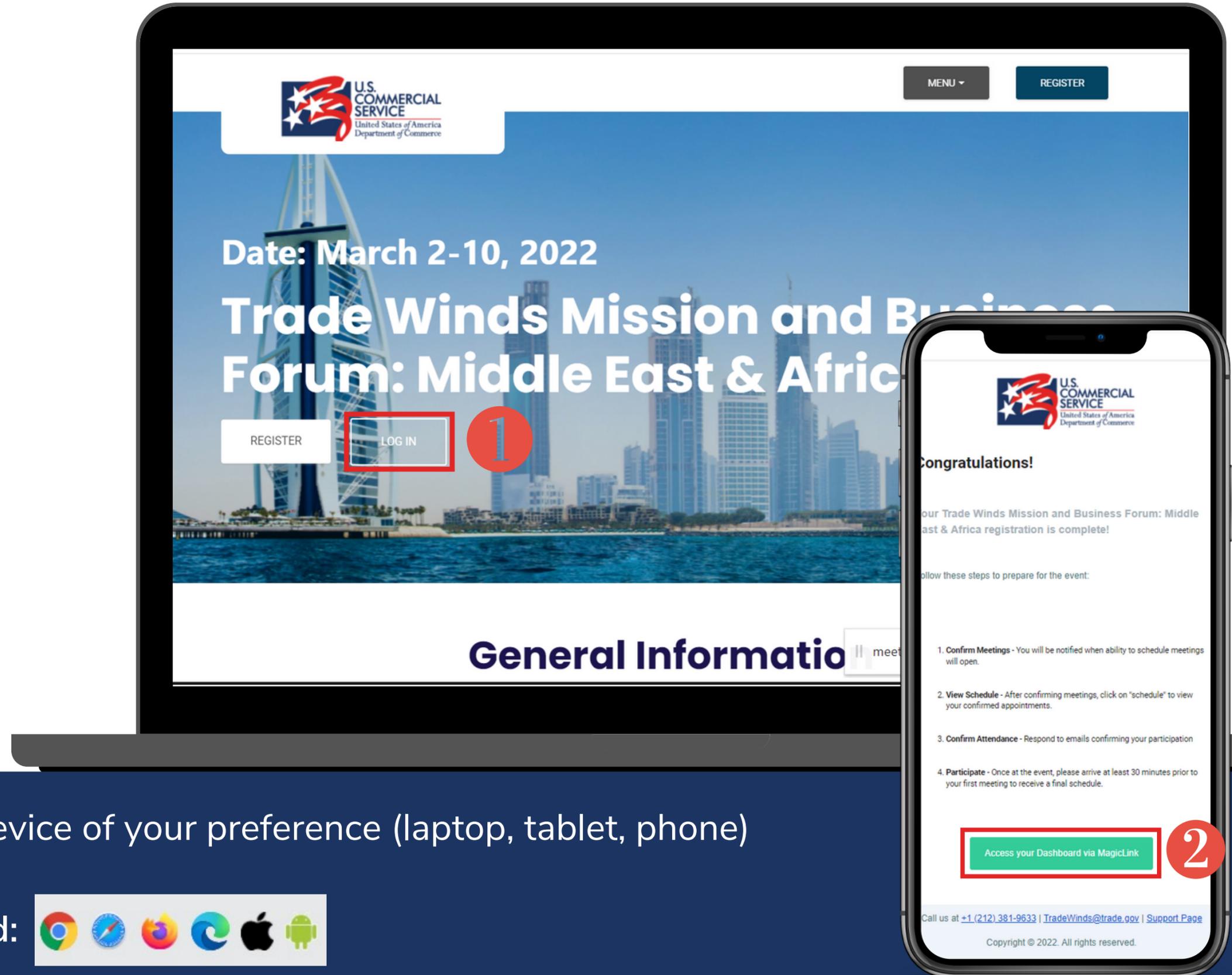
Find all the instructions to improve
your experience in the Trade winds
Mission and Business Forum Event



LOG IN

There are 2 ways to access the platform:

- 1 Click on the "Log in" Button from the Homepage and use your credentials.
- 2 Click on the "Access your Dashboard" button from the confirmation email received.

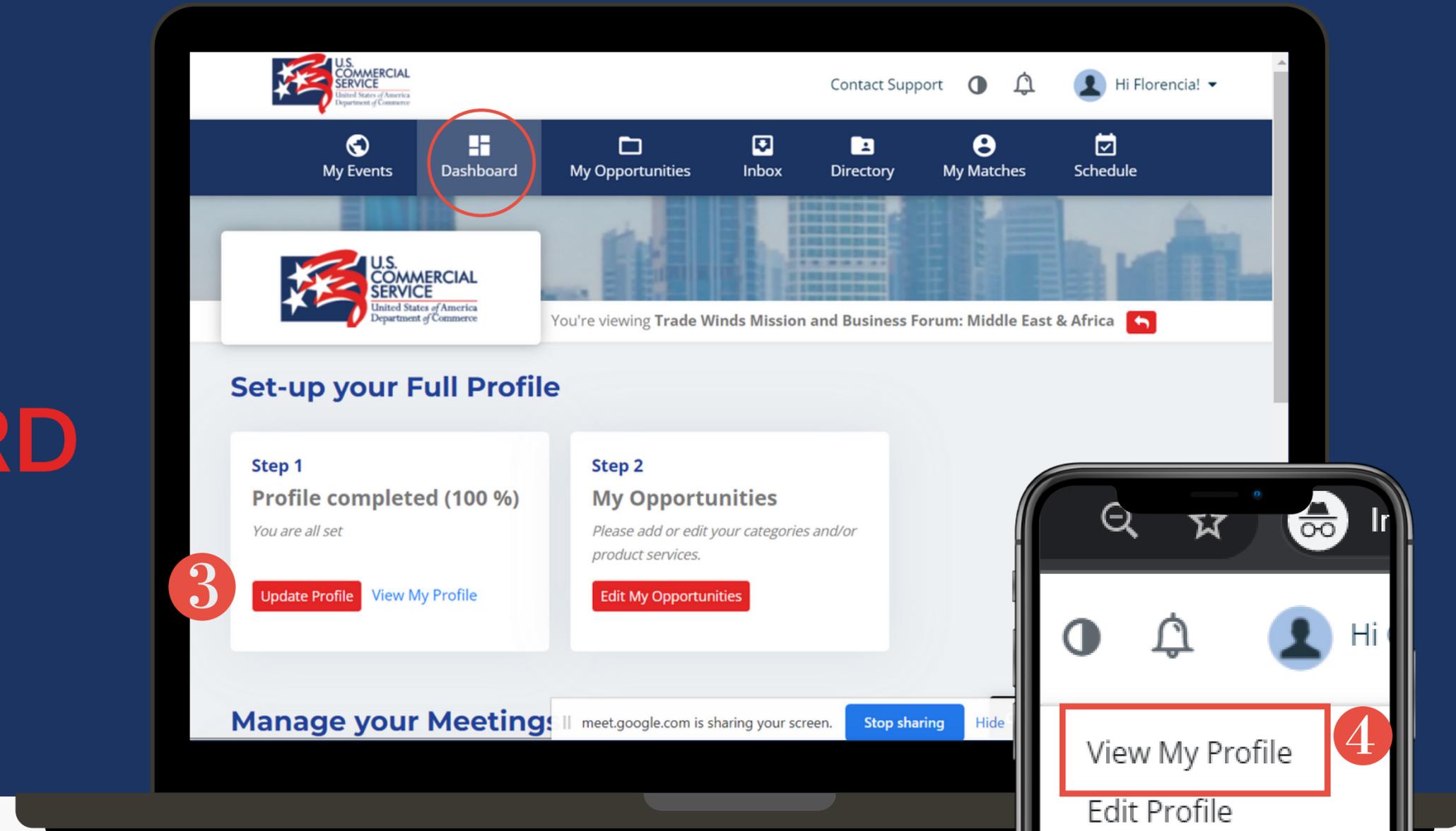


You can access the platform with the device of your preference (laptop, tablet, phone) without downloading any app.

Just use one of our browsers supported:



WELCOME TO YOUR DASHBOARD



3 COMPLETE YOUR PROFILE: Make sure your profile is 100% complete to increase your opportunities of scheduling a meeting.

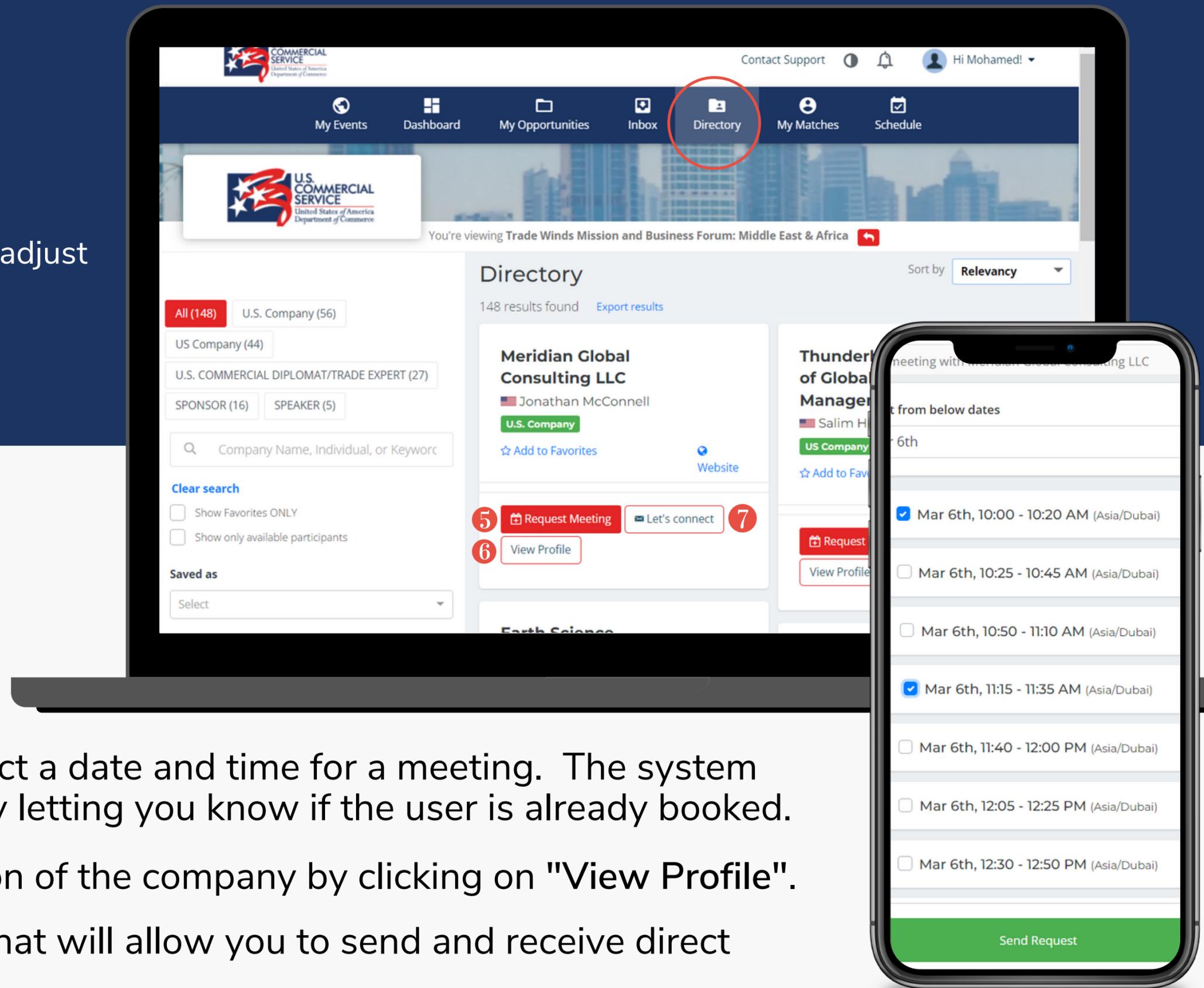
4 You can check how other participants will see you in the Directory by clicking on "View my profile" in the right top menu.

DIRECTORY

Will show you the participants and opportunities of the event. There, you can adjust your search by using the filters at the left.

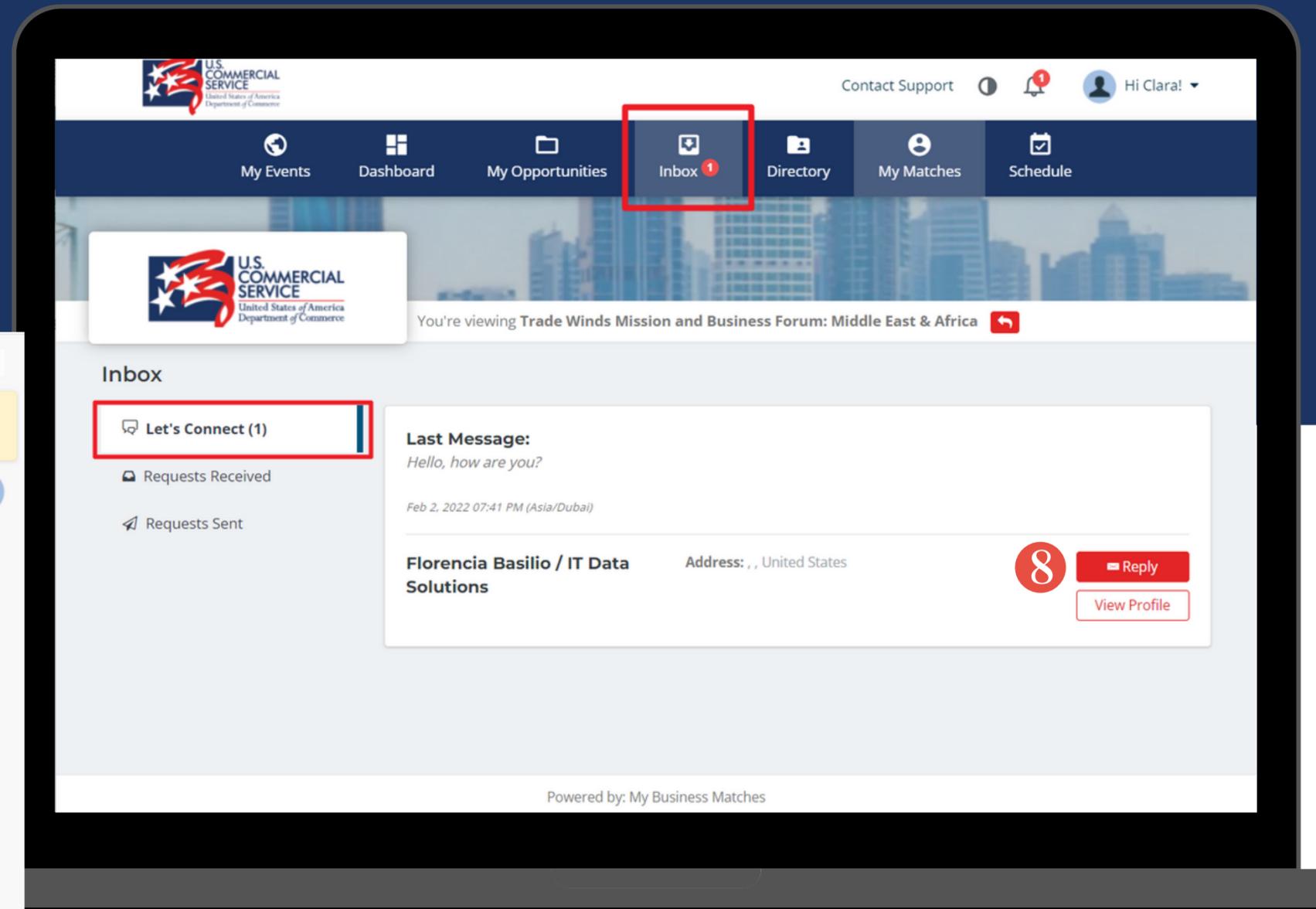
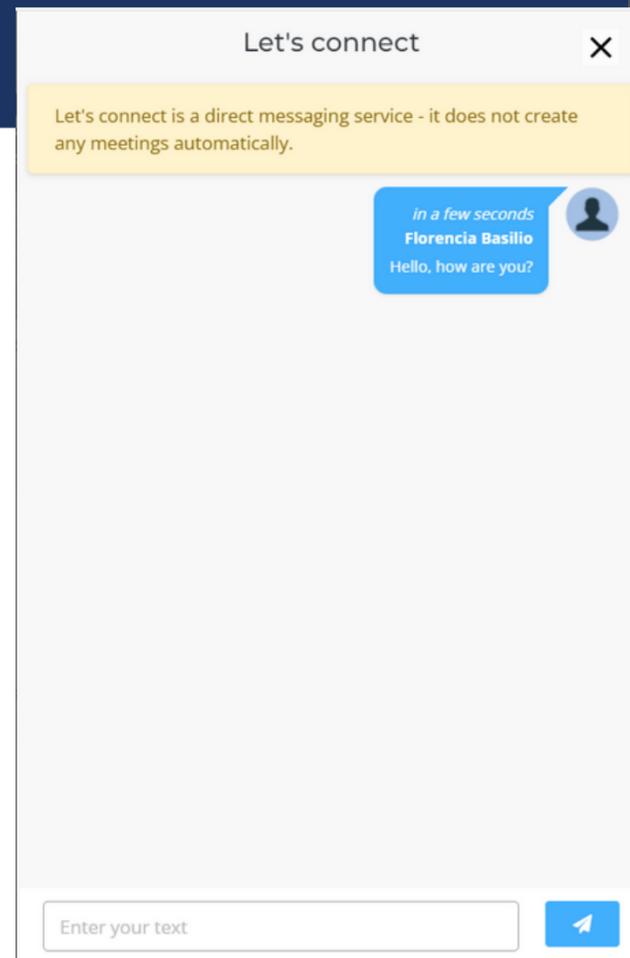
SCHEDULE A MEETING:

- 5 Click on "Request meeting" to select a date and time for a meeting. The system will not let you overlap meetings by letting you know if the user is already booked.
- 6 You can view details and information of the company by clicking on "View Profile".
- 7 "Let's connect" is an internal chat that will allow you to send and receive direct messages with other participants.



INBOX

In this section, you will find all your Let's Connect chat messages and your meetings requests.



8 You can view the profile of the sender and click on "Reply" to open the chat and interact with the user.

INBOX

Here you will also find all your meeting requests sent and received.

Meet In Person Meeting

Meeting request created by

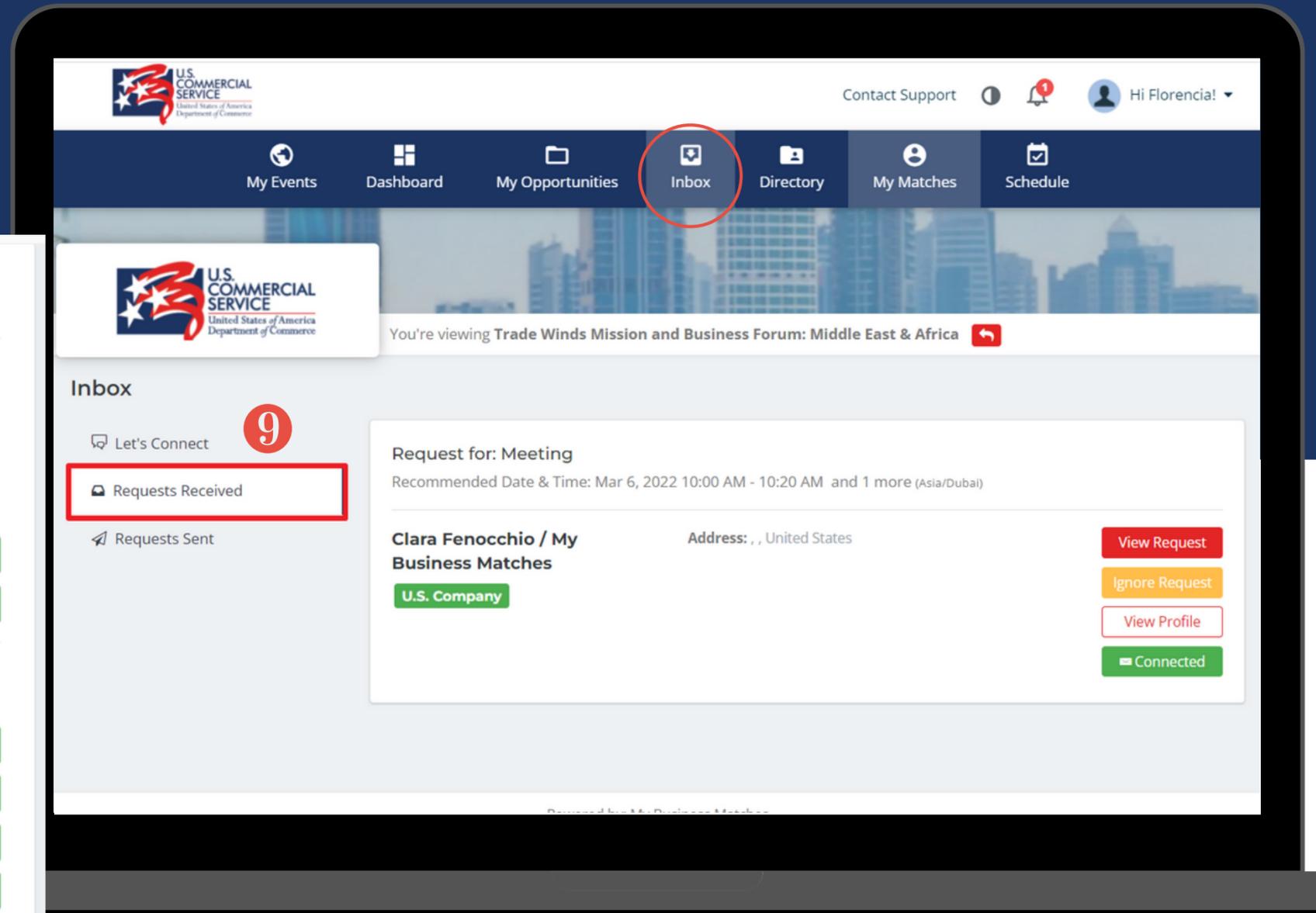
 **My Business Matches**
Clara Fenocchio

Suggested times by your counterpart

- Accept -Mar 6, 10:00 AM - 10:20 AM (Asia/Dubai)
- Accept -Mar 6, 10:50 AM - 11:10 AM (Asia/Dubai)

Other Available Times

- Accept -Mar 6, 10:25 AM - 10:45 AM (Asia/Dubai)
- Accept -Mar 6, 11:15 AM - 11:35 AM (Asia/Dubai)
- Accept -Mar 6, 11:40 AM - 12:00 PM (Asia/Dubai)
- Accept -Mar 6, 12:05 PM - 12:25 PM (Asia/Dubai)
- Accept -Mar 6, 12:30 PM - 12:50 PM (Asia/Dubai)
- Accept -Mar 6, 12:55 PM - 01:15 PM (Asia/Dubai)

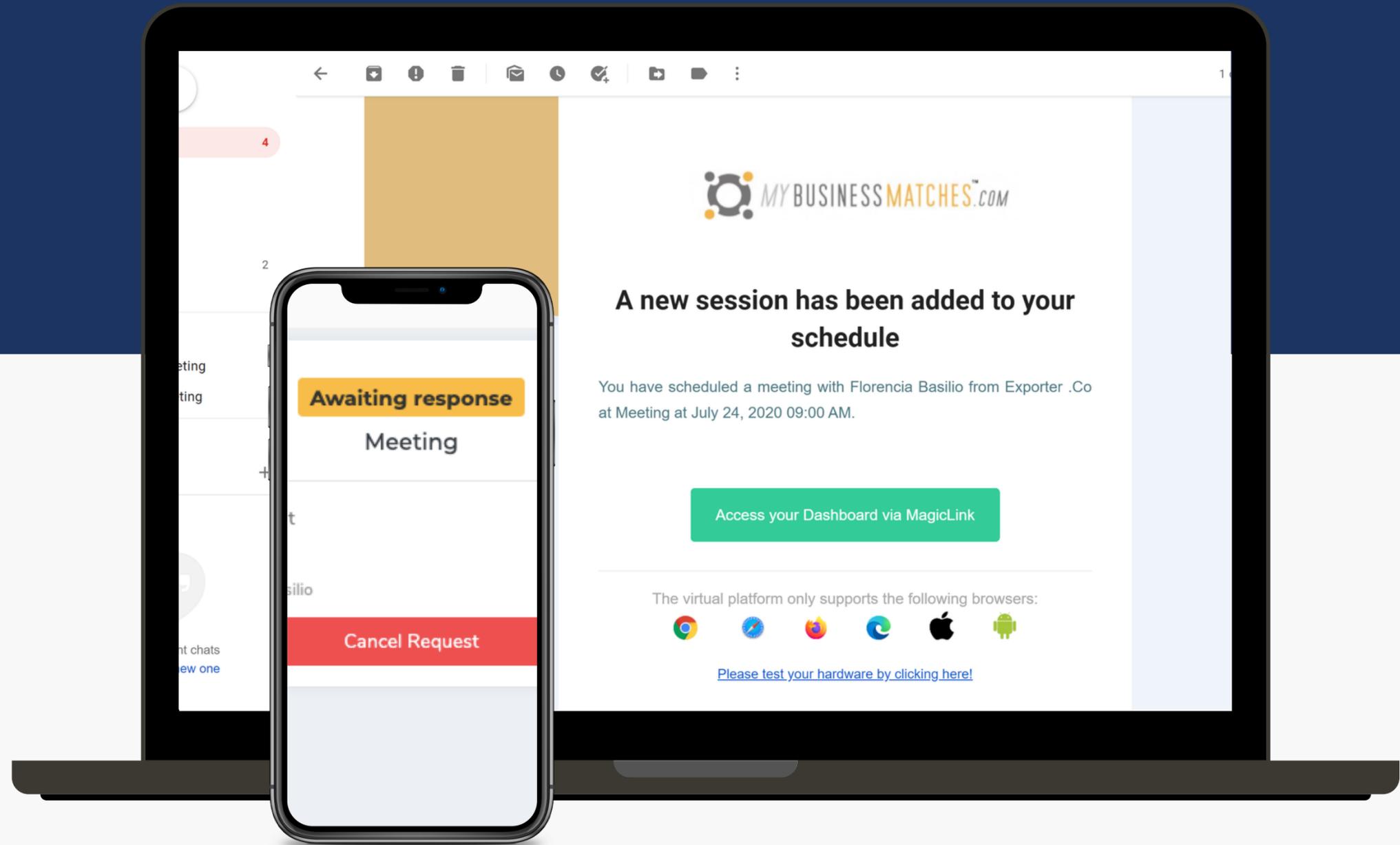


The screenshot shows the U.S. Commercial Service website interface. The navigation bar includes 'My Events', 'Dashboard', 'My Opportunities', 'Inbox' (highlighted with a red circle), 'Directory', 'My Matches', and 'Schedule'. The main content area displays the 'Inbox' section with a notification for 'Let's Connect' (9) and 'Requests Received' (highlighted with a red box). A detailed view of a 'Request for: Meeting' is shown, including the sender's name 'Clara Fenocchio / My Business Matches', their company type 'U.S. Company', and their address. Action buttons for 'View Request', 'Ignore Request', 'View Profile', and 'Connected' are visible.

- 9 You can accept or decline the meeting request by clicking on "View Request". You can accept a time suggested by your counterpart or other available time for both. The system will not let you accept 2 meetings at the same time letting you know that the time is not available.

NOTIFICATIONS

You will receive notifications for every request received, Let's connect chats, reminders, and confirmation of meetings in the platform and by **email**.



MY SCHEDULE

This section will show you a timeline with all your meetings confirmed.

Add your meetings to your personal calendar (compatible with Google, Apple, Outlook, and Yahoo).

From your schedule tab, you may also cancel your meetings and block specific times.

U.S. COMMERCIAL SERVICE
United States of America
Department of Commerce

Contact Support ⓘ 🔔 Hi Florencia! ▾

My Events Dashboard My Opportunities Inbox Directory My Matches **Schedule**

You're viewing Trade Winds Mission and Business Forum: Middle East & Africa

View My Schedule

Only Confirmed Meetings Show only future times

★ Meet In Person

My Business Matches
Clara Fenocchio

📅 Mar 6, 2022 10:00 AM
Asia/Dubai Timezone
(in a month)

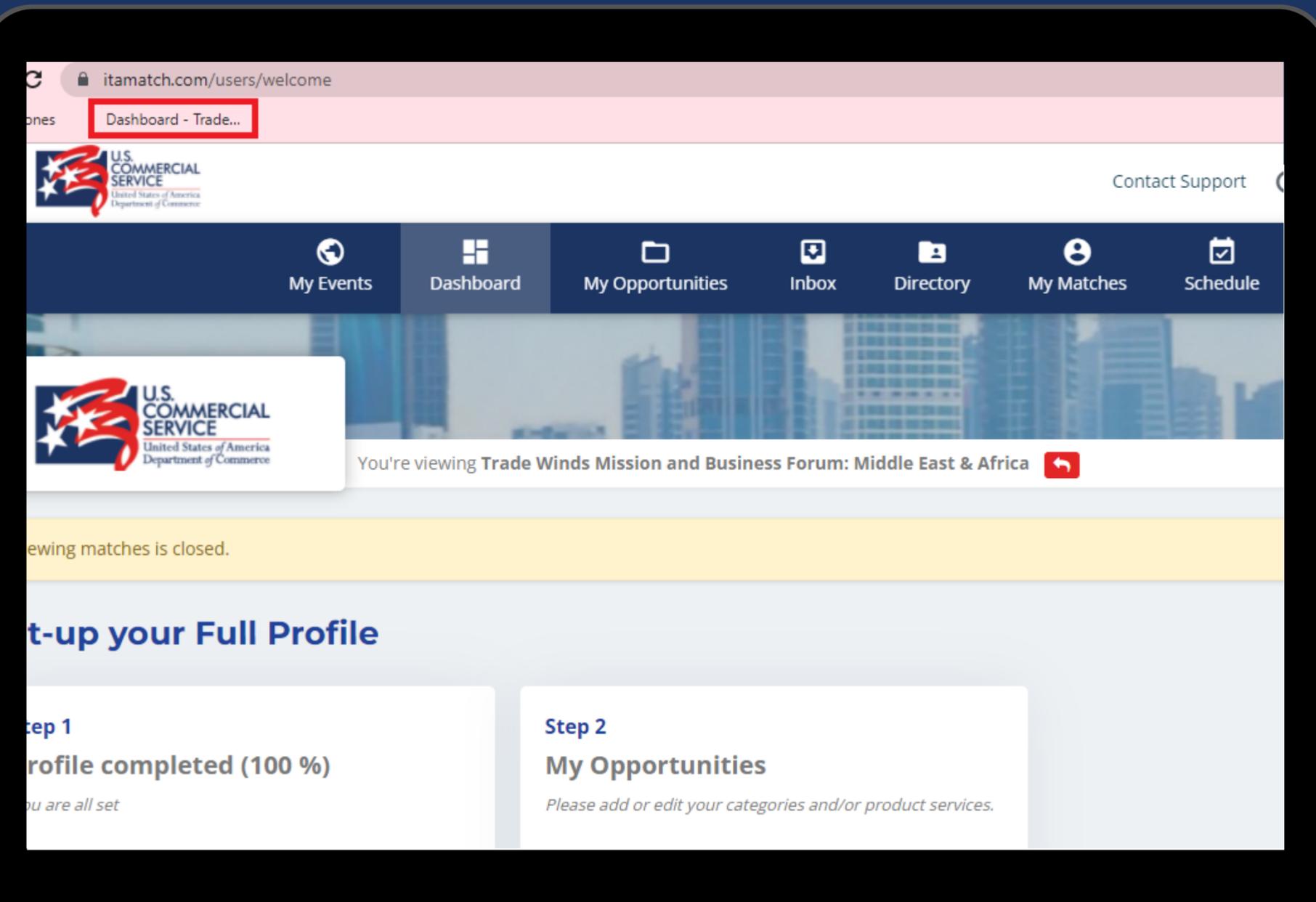
📍 **Proceed to Table Egypt (Room AI Ras 2)**
(In-Person Meeting)

📅 Add to My Calendar ▾ Cancel Meeting

It includes the Room and table where the meeting will be held.

PIN YOUR SCREEN TO YOUR BOOKMARKS

You can add your homepage to your favorite bar by clicking "More Bookmarks" on the Bookmark Manager.



DO YOU HAVE ANY QUESTIONS?
CONTACT US!

tradewinds@trade.gov

